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"Personnel 1-2"

*[Handwritten initials and signatures]*

\*OGC Has Reviewed\*

JAN 22 1954

MEMORANDUM FOR: Director of Security  
Chief of Logistics  
Comptroller  
Chief, Medical Staff  
Chief, General Services

SUBJECT : Extending the Overseas Tours of Administrative Personnel

1. The DD/A Career Service Board recently considered the question of whether or not, as a general policy, the overseas tours of administrative personnel should be extended. The term "administrative personnel" as used in this discussion embraced all employees who have administrative career designations (e.g., GS-10, GS-11, GS-12). The extension of overseas tours was construed to mean extending the normal tour one year or more. The Board felt that it should provide, through the Deputy Director (Administration), appropriate policy and guidance on this subject to all of the administrative office chiefs and their respective Career Service Boards.

2. The DD/A Career Service Board has submitted the following:

a. The Agency must develop a competent staff of administrative personnel who have been broadly trained to meet overall Agency needs. The competence of administrative personnel will be increased if they acquire experience in the field and in the departmental activity of the DD/P organization, as well as in the DD/A organization. The pursuit of this objective requires making proper use of opportunities for rotation, in order that adequate numbers of administrative employees have the necessary opportunity to acquire the varied experience.

b. It is not recommended, however, that there be a general policy that the overseas tours of administrative personnel should not be extended. It is recognized that the extension of such tours would lessen to some degree the opportunities of other personnel to acquire the overseas experience. It is believed, nevertheless, that in many instances the extension of an individual's tour may be highly desirable, and in the best interests

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of the Agency and of the individual. The proposed policy, even though general, would not be realistic in view of the many exceptions. In addition, the assignment and the development of personnel to meet present and anticipated needs are conducted on an individual basis, and the proposed policy might place an undesirable restriction on such actions.

2. It is recommended that any decision concerning the extension or curtailment of the overseas tour of an administrative employee be made on an individual basis, but with full recognition of the importance of providing other employees with opportunity for field experience. It is further recommended that such decisions reflect appropriate consideration of the wishes of the Senior Representative and of other responsible officials concerned.

3. I have approved these recommendations of the DE/A Career Service Board, and they are being furnished to you for the policy guidance of your respective Career Service Boards. If there are exceptional circumstances which arise in connection with your activities and which would make this guidance inappropriate, I should like to have your comments and recommendations.

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[Redacted]  
Acting Deputy Director  
(Administration)

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cc: Auditor-in-Chief  
✓ General Counsel

PS/DIA/IST:vod (20 Jan 54)

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